



A Civil Service Examination is now open for the position of:
ENTRY LEVEL & LATERAL DEPUTY SHERIFF
Clark County Sheriff's Office

**Applications must be received via mail, fax, e-mail or in person by
 5:00 p.m. on November 12, 2004 POSTMARKS ARE NOT ACCEPTED**

THE JOB

The Clark County Sheriff's Office is a full service agency with challenging opportunities in law enforcement for officers of all experience levels. The department is dedicated to a community-oriented policing style. The ideal candidate must have strong skills and abilities in the areas of facilitation, creative problem solving, active listening, motivation, and leadership. The role of Deputy requires the ability to draw upon a broad base of resources and apply those resources to effective problem solving. Officers are expected to draw out citizens and business owners, enlisting their participation in shaping how law enforcement services are delivered to the community. If you have the skills and abilities required to meet the challenges of community policing, you are encouraged to apply. Entry level officers are generally appointed to patrol deputy positions. These positions offer a wide variety of challenging emergency and routine duties including:

- Patrolling assigned areas
- Conducting investigations & interrogating witnesses/suspects
- Responding to radio calls
- Serving civil papers and warrants
- Controlling disturbances & subduing and/or restraining individuals
- Communicating ideas/information to group meetings
- Providing resources/solutions to the public on crime prevention techniques and security
- Developing public relation contact with civil groups, schools, businesses, neighborhood organizations and other law enforcement agencies.

Although most assignments will be patrol, the more experienced officers have the opportunity for special assignments in the following areas:

- Swat
- Narcotics
- K-9
- Marine Patrol
- School Resource Officer
- Bomb Technician
- Traffic
- Detectives
- Gangs
- Child Abuse
- Hostage Negotiation

Additional training is provided for specialty assignments. Promotions within the department are based on competitive civil service examinations. Officer's who are placed as laterals may test for promotional opportunities after three years with Clark County Sheriff's Officer or comparable law enforcement officer experience with a government agency similar to the Clark County Sheriff's Department.

QUALIFICATIONS

For Entry Level & Lateral Candidates:

- High School Diploma or GED certification
- Ability to obtain a valid driver's license at time of appointment
- At least 21 years of age at the time of appointment
- United States' Citizenship at the time of appointment
- Ability to read and write English (RCW 41.14.100)
- Solid writing skills & basic report preparation
- Ability to exercise sound judgment
- Knowledge of basic aims and principles of crime prevention
- Community oriented policing and basic law enforcement

Additional Qualifications for Lateral Candidates:

- Two to three years of law enforcement patrol experience in a comparable county, municipal or state agency in the US.
- Current certification through a state law enforcement academy (comparable to Washington State Academy)
- Have the ability to successfully complete the Washington State Training Commission's 48 hour Equivalency Academy within the first 12 months of employment and prior to completion of probation

See additional recruitment qualifications on the following pages

SALARY

The salary range is \$20.08 - \$25.63 per hour. The salary range is based upon 2003 rates; 2004 rates are currently being negotiated. Clark County provides a generous benefits package, which includes medical and dental insurance, paid holidays, vacation, sick leave and retirement. This position is represented and requires membership in the Deputy Sheriff's Guild.

SELECTION PROCESS

1. **Application**: All candidates who meet the required qualifications as stated above and who submit the required Clark County application materials to the Human Resources Department by 5:00 p.m. on the closing date **ARE AUTOMATICALLY** invited to participate in the written exam. Be sure to **SIGN-UP** in Human Resources for your desired test date.
2. **Written Exam**: (Weighted 40%) Consists of a three-component exam to include report writing and observation test, reading test, and a judgment test. **Please review the following pages for additional information including EXAM DATES.**
3. **Screening**: Applications will be screened for civil service/department requirements based on information provided on the application.
4. **Oral Board Interview**: (Weighted 60%) Interviews will be held the week of December 6, 2004. All interviews will be job related and may include, but may not be limited to, the qualifications outlined in the job announcement. The oral board interview consists of a three to four member interview panel who will ask the same position-related, pre-established written questions of all candidates. Candidates must receive a passing interview score of 70% or greater for continued consideration.

Please see additional selection information and other important information on the following pages

REQUEST AND/OR SUBMIT APPLICATION MATERIALS TO:

To apply, all application materials must be submitted by 5:00 p.m. on the filing date listed on the front of the recruitment announcement. **POSTMARKS ARE NOT ACCEPTED.** A Clark County application is required unless otherwise noted and supplemental materials (i.e., answers to supplemental questions, cover letter, etc.) may be required and must be submitted with the application. ***Please read application materials thoroughly to determine application requirements.***

Clark County Human Resources Department
1300 Franklin Street - 5th Floor
PO Box 5000
Vancouver, WA 98666-5000

FAX (360) 397-2457 / TDD (360) 397-6032
JOB INFO LINE (360) 397-6018
E-MAIL HRADMIN@clark.wa.gov
INTERNET <http://www.clark.wa.gov>

THE COUNTY

Clark County, Washington is a growing community with a population of approximately 328,000, including the City of Vancouver (population 132,000). Located minutes north of Portland, Oregon and with easy access to the Columbia Gorge, Cascade Mountains, and Washington and Oregon Coasts, the region offers abundant cultural and recreational opportunities. Clark County offers excellent livability and a relatively low cost of living. There is no state income tax.

BENEFITS

Clark County provides employees with a liberal benefits package including medical, dental, long term disability, and life insurance; flexible spending accounts; paid vacation and sick leave; and an employee assistance program. Employees participate in Washington State Public Employee's Retirement Plan and may participate in a deferred compensation plan.

VETERANS' PREFERENCE

Veterans' preference applies *only* to Clark County Sheriff's civil service entry-level positions. Veterans' preference is given in accordance with the Revised Code of Washington (RCW) 41.04.010. Candidates may claim veterans' preference in the State of Washington (even though they may have claimed and gained employment through the use of veteran's preference in other states) as long as they qualify according to the requirements. (Further information will be distributed during the written exam).

EQUAL EMPLOYMENT OPPORTUNITY

Clark County is an equal opportunity employer and all employment decisions are made without regard to race, gender, age, national origin, religion, political affiliation, marital status, or mental or physical disability. The County actively seeks applications from qualified women, minority, and/or disabled candidates as well as from candidates of other protected groups. ***Please advise a member of the Human Resources Staff if you will need any special accommodations due to disability or impairment that will allow you to participate in the recruitment process.***



For assistance with needed accommodations, please contact the Human Resources ADA Coordinator.
(360) 397-2468; TTY (360) 397-2445.

IMMIGRATION LAW NOTICE

Only United States citizens are lawfully authorized to work for Washington State Civil Service Agencies. All new employees will be required to complete and sign an Employment Eligibility Verification form and present documentation verifying identity and employment eligibility.

NOTE: This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.



ENTRY LEVEL AND LATERAL DEPUTY SHERIFF

Testing and Selection Process

Posting #04-10-090

Please read application materials thoroughly to determine application requirements.

The examination process for entry and lateral deputy sheriff includes a **three component written examination** and an **oral board interview**.

Written Exam: (Weighted 40%)

Test Dates: November 16, 2004 beginning at 2:00 p.m.
November 17, 2004 beginning at 9:30 a.m.
November 18, 2004 beginning at 2:00 p.m.

Place: Sheriff's West Precinct (I-5 North – take 179th Street exit – go left off of exit – heading West.
505 NW 179th The Precinct is a brick building on the left-hand side of the road – approximately
Ridgefield, WA. one mile)

Note: Please be sure to sign-up for a test date. The sign-up sheet is located in the Human Resources Department, 1300 Franklin Street-5th Floor, Vancouver, WA and the department receptionist will assist you. You may also call (360) 397-2456, and request to be placed on the list for your desired test date. **Sign-up on or before the closing date of November 12, 2004.**

The three component examination includes the following:

- ☐ 10 Minute timed video report writing and observation test (pass/fail)
- ☐ 12 Minute time multiple choice reading test (pass/fail based on 70%)
- ☐ 1½ hour Video judgment test (Must score 65% or greater)

Only the top 25 scoring candidates (based on judgment scores), who were successful with all three written exam components will continue on in the recruitment process.

The written examination indicates desired skills in the areas of:

- Human interaction
- Social maturity
- Observation skills
- Working in an unbiased manner with individuals from any group or background
- Handling authority appropriately
- Establishing rapport and gaining cooperation
- Responding calmly to provocation and frustrating situations

Screening: Applications will be screened for civil service/department requirements based on information provided on the application.

Oral board Interview: Consists of a three to four member interview panel who will ask the same position-related, pre-established written questions of all candidates, (weighted 60% of final overall score). Candidates scoring 70% or better on the interview will continue on to the next step in this process. Interviews will be conducted the week of December 6, 2004.

Eligibility List: All candidates who successfully pass the oral board interview process will place on a new list or be merged onto an existing Clark County Civil Service eligibility list (entry level and/or lateral) according to final overall scores. Rank is established by combining the judgment test score (40%), with the overall interview score (60%). The Civil Service Commission will review and certify the list to be in effect for one year from the date of list certification.

Background Interview/Investigation and Truth Verification Exam: Involves a comprehensive investigation based on information provided by candidates' personal history statements (from high school years forward) will be conducted. Truth verification exams (lie detector) are conducted as a part of the interview process by the background investigator. The background process may also include a profile exam.

Final Selection Interview: As positions become available, the top three candidates (going down the list - who have successfully completed all of the recruitment processes as described above) are contacted to participate in a final interview process conducted by the Sheriff's Office.

Post Offer Process: The post offer process includes successful completion prior to actual employment of the following:

- Physical Agility (see attachments)
- A full physical include drug screening
- Psychological evaluation

ENTRY LEVEL & LATERAL DEPUTY SHERIFF PHYSICAL EXAMINATION

Law enforcement officers have unique job functions, some of which can be physically demanding and dangerous. An officer's capability to perform those functions can affect personal and public safety. Training for the required skills is often more vigorous and demanding than the day-to-day job functions that the officer faces. Physical fitness underlies an officer's ability to perform many of the frequent and critical job tasks as well as the demanding training of skills. The minimum fitness standards identified below, are the requisite levels for an officer to effectively learn the frequent and critical job motor skills. Higher levels of fitness are associated with better performance of physical job tasks required of Criminal Justice Training Basic Law Enforcement Academy.

The Criminal Justice Training Commission Fitness Ability Test Battery is comprised of five tests:

1. 300-Meter Run
 2. Vertical Jump
 3. Maximum Push-Ups
 4. Sit-Ups (1 Minute)
 5. 1.5-Mile Run/Walk
-
1. Warm-up (5- 10 minutes) may be self-directed or lead by test personnel
 - A. General warm-up - 2-3 minutes of easy jogging, jumping jacks, etc.
 - B. Stretching - 5-7 minutes, include stretches for shoulders, back, upper and lower legs.
 2. Physical Fitness Test Battery (FAT)
 - C. 300-Meter Run (15 minutes rest)
 - D. Vertical Jump (3 minutes rest)
 - E. Sit-Ups (1 Minute) (5 minutes rest)
 - F. Maximum Push-Ups (10 minute rest)
 - G. 1.5 Mile Run/Walk
 3. Cool-down (5 minutes)
 - H. Walking - keep walking to avoid blood pooling in legs.
 - I. Easy stretching.

300-METER RUN

This test measures anaerobic capacity used in high intensity baton and defensive tactics training, and is important for performing short intense bursts of effort such as foot pursuits, rescues and use of force situations.

Score in seconds. 56.0 - 71 Mean =62.5.

The 300-meter run measures your anaerobic power. You must complete the run without any help. At the start, you will line up behind the starting line. When the instructor says "Go" (Or describe a visual command, such as dropping a flag or clipboard) the clock will start. Your goal is to run the distance as quickly as possible. You will run to and through the finish area and receive a numbered card (Your time will be recorded only when you cross the finish line). Do not bend, fold, or otherwise mutilate this card. Do not trade or lose track of this card, as this is your finish time.

VERTICAL JUMP TEST

This test measures muscular power in the legs, used in high intensity arrest-simulation training and is important in vaulting objects such as walls and ditches, and in moving heavy objects such as people:

Score in inches 16 - 18.0 Mean =17.

The vertical jump measures leg power. After you warm up, stand with one side to the wall with your heels together, reach upward as high as possible with your hand against the measuring device on the wall. Your maximum standing reach will be recorded. Then, using a rocking, one-step approach, jumping as high as possible while extending the arms nearest the wall. Your maximum jumping reach will be recorded. You will have three tries at this event, with your best effort counting as your score.

MAXIMUM PUSH-UP TEST

This test measures the muscular strength/endurance of the upper body muscles in the shoulders, chest, and back of the upper arms (the triceps) used in high intensity self defense and arrest simulation training. This is important for use of force involving pushing motion breaking one's fall to the ground. use of the baton, etc.

Score in repetitions 21 - 35 Mean =28.

The push-up measures the muscular strength and endurance of the upper body (chest, shoulders, and triceps). Place your hands on the ground so they are in a vertical line with your shoulders (approximately 1 - 1.5 shoulder width apart. Your feet may be together, or up to 12 inches apart. Your body should be in a straight line from the shoulders to the ankles, and must remain that way throughout the exercise. Upon "Go" lower your body by bending your elbows until your upper arms are parallel to the ground and you touch and slightly compress the foam block. Your examiner will tell you when you have gone low enough. Then return to the starting position by completely straightening your arms. You may rest only in the tip position. If you fail to keep your body in a straight line, touch your chest to the block, or to lock your elbows in the "up" position, you will receive a warning. After one warning, incorrect repetitions will not count. There is no time limit. Do as many correct push-ups as possible. Your score is the number of correct repetitions.

ONE-MINUTE SIT-UP TEST

This test measures the muscular endurance of the strength/abdominal muscles. Which are used in self-defense and high intensity arrest-simulation training. Further these muscles are important for performing tasks that involve the use of force and it helps maintain good posture and minimize lower back problems. Score in repetitions: 30 - 38 Mean =34.

The sit-up measures the muscular strength/endurance of the abdominal muscles. Lie on your back, with your knees bent at a 90 degrees or tighter and your heels on the edge of the mat. Your feet may be together or apart, but the heels must stay in contact with the floor. Your partner will sit on your feet and wrap their arms around your calf muscle area. It is your responsibility to inform your partner of any adjustments that need to be made in order to assure your comfort. Your fingers must stay interlocked behind your head throughout the event. If your little fingers are not touching that is considered "apart" and such performance will not be counted. When I say "Go," lift your upper body by bending at the waist. Touch your elbows to your knees, and return to the starting position. When returning to the starting position, your fingers must touch the examiner's hand. You may rest but only in the "up" position. Do not arch your back or lift your buttocks from the mat. If you fail to keep your fingers interlocked, touch your elbows to your knees or your fingers to the examiner's hand, or if you lift your buttocks off the mat, you will receive one warning. After one warning incorrect repetitions will not count. You will have one minute to do as many sit-ups as possible. I will give you signals at 30, 15 and 5 seconds remaining. Your score is the number of correct sit-ups. Watch this demonstration. Are there any questions?

1.5-MILE RUN WALK TEST

This test is a measure cardio-respiratory endurance or aerobic capacity used in extended control and defensive tactics training. This is important for performing tasks involving stamina and endurance (pursuits, searches, prolonged use of force situations, etc.) and for minimizing the risk of cardiovascular health problems.

Score: 3:35 - 14:31 Mean = 14:02.

The 1.5-mile run/walk measures your cardio-respiratory endurance and the endurance of your leg muscles. You must complete the course without any help. In the start, you will line up behind the starting line. When I say "Go", the clock will start. You will begin running at your own pace. To complete the 1.5 miles, you will (tell the runners how many laps they must run. or describe the course, including the finish line, if not run on a track). Your goal is to finish the 1.5 miles in as fast a time as you can. Try not to start too fast but at a pace you can sustain for about 10 to 15 minutes. You may walk but walking will make it difficult to meet the standard. You may run alongside, another runner for help with the pace, but you may not physically assist or be assisted by another runner. I will call off your time at the end of each lap (if run on a track), and will record your finishing time. At the end of the run, continue walking for 3-5 minutes to cool down. Are there any questions?

Scoring the Fitness Ability Test battery

The scoring matrix shown below allows you to find your raw and Fitness Ability Test score on each test in the battery. The Fitness Ability Test score for each test item is recorded and added on the individual participant's sheet. The passing (TTBS) score is 200 with the range of scores for each test between 30 and 50 for each test item.

Example: The below measures are merely for illustration and are only approximate values.

1. Sit ups 34 = 40pts.
2. Push ups 38 = 50pts. (Note that 34 and above receives the same maximum points)
3. 1.5 mile run 14:31 = 30pts.
4. 300 meter dash 60 Sec. = 45pts.
5. Jump reach 16.5" = 35pts.

Total Test battery score is 200 points.

The participant who scores below the 30-point level has failed the test but will be allowed to continue on to the other test items with the option of retest on any of the following: jump reach, sit-ups push-ups.

The participant who scores above the 50-point level on a given test item will not be awarded more than 50 points to apply towards the other test items.

Preparing for the Criminal Justice Training Commission Fitness Ability Test

Whereas many training routines can be used to improve performance in the Fitness Ability Test, participants should keep in mind that physical training is specific. That is, one improves in activities practiced. If one wishes to optimize push-up performance, push-ups should be included in the training program. Many other exercises can also be included to strengthen the chest, shoulders and arms, but push-ups should be included in the routine. Ideally, muscles and the cardiovascular system should be gradually and progressively trained over several weeks or months to achieve desired fitness gains. Physical adaptations occur gradually in response to regular, consistent overloads i.e. doing more than your body is accustomed to doing. It's important to bear in mind that every individual adapts at a different rate- a stimulus resulting in an appropriate, moderate overload to one person may be too much or too little for another person. A participant who has been inactive for a significant period of time should plan to take six to twelve weeks to train for the Fitness Ability Test.

The training routine should include exercises to train upper body strength and muscular endurance, abdominal muscular endurance, leg power, cardio-respiratory endurance and anaerobic power. Strength and cardio respiratory endurance activities should be performed about every other day, or three days per week, to allow adequate recovery and positive adaptations to occur. Anaerobic (high intensity) training should be done once per week, and can be performed in lieu of a cardio-respiratory training session. For flexibility enhancement, good back health, and injury prevention, stretching exercises should be performed before and especially after training sessions, as well as off days.

PHYSICAL FITNESS ABILITY TEST

1.5 mile scoring matrix

Time	Points	Time	Points
.357 pt/sec		.357 pt/sec	
13:35	50	14:03	39.996
13:36	49.635	14:04	39.639
13:37	49.278	14:05	39.282
13:38	48.921	14:06	38.925
13:39	48.564	14:07	38.568
13:40	48.207	14:08	38.211
13:41	47.85	14:09	37.854
13:42	47.493	14:10	37.497
13:43	47.136	14:11	37.14
13:44	46.779	14:12	36.783
13:45	46.422	14:13	36.426
13:46	46.065	14:14	36.069
13:47	45.708	14:15	35.712
13:48	45.351	14:16	35.355
13:49	44.994	14:17	34.998
13:50	44.637	14:18	34.641
13:51	44.28	14:19	34.284
13:52	43.923	14:20	33.927
13:53	43.566	14:21	33.57
13:54	43.209	14:22	33.213
13:55	42.852	14:23	32.856
13:56	42.495	14:24	32.499
13:57	42.138	14:25	32.142
13:58	41.781	14:26	31.785
13:59	41.424	14:27	31.428
14:00	41.067	14:28	31.071
14:01	40.71	14:29	30.714
14:02	40.353	14:30	30.357
		14:31	30.00

Push-ups Scoring Matrix

# Of reps	1.43 pts/rep
35	50.00
34	48.62
33	47.19
32	45.76
31	44.33
30	42.90
29	41.47
28	40.04
27	38.61
26	37.18
25	35.75
24	34.32
23	32.89
22	31.46
21	30.00

Sit-ups Scoring Matrix

# Of reps	2.37 pt/rep
38	50.00
37	47.625
36	45.25
35	42.875
34	40.5
33	38.125
32	35.75
31	33.375
30	30.00

Jump Reach Scoring Matrix

Height in Inches	5 pt/ half inch 10 th of an Inch/pt
18	50
17.5	45
17	40
16.5	35
16	30

300 Meter Run Scoring Matrix

Time in Sec.	1.33 pt/Sec	Time in Sec	1.33 pt/Sec
56	50	63.5	40
56.5	49.3	64	39.328
57	48.67	64.5	38.66
57.5	48	65	38
58	47.34	65.5	37.33
58.5	46.67	66	36.66
59	46	66.5	36
59.5	45.33	67	35.33
60	44.67	67.5	34.66
60.5	44	68	34
61	43.33	68.5	33.33
61.5	42.67	69	32.66
62	42	69.5	32
62.5	41.33	70	31.33
63	40.67	70.5	30.66
		71	30

VETERAN'S PREFERENCE

- In accordance with the Revised Code of Washington (RCW) 41.04.010, employment preference is given to veterans who have been discharged within the last fifteen (15) years from military service, received an honorable discharge or received a discharge for physical reasons with an honorable record from active duty, and who meets one of the criteria:
- Served in any branch of the armed forces of the United States during one of the following:
 - World War I
 - World War II
 - The Korean Conflict
 - The Vietnam Era from August 5, 1964 through May 7, 1975
 - The Persian Gulf War from August 2, 1990 and ending on the date prescribed by presidential proclamation or concurrent resolution of Congress
- Served in any branch of the armed forces of the United States between World War I and World II
- Served during and/or between World War I and World War II, or one of the conflicts/wars listed above as a member of the women's airforces service pilots
- Was a US documented merchant mariner with service aboard an oceangoing vessel operated by the war shipping administration, the office of defense transportation, or their agents, during the period of armed conflict, December 7, 1941, to August 15, 1945
- Was a civil service crewmember with service aboard a US army transport service or US naval transportation service vessel in oceangoing service during the period of armed conflict, December 7, 1941, to August 15, 1945
- Was awarded the respective campaign badge or medal for one of the following conflicts:
 - The crisis in Lebanon
 - The invasion of Grenada
 - Panama, Operation Just Cause
 - Somalia, Operation Restore Hope
 - Haiti, Operation Uphold Democracy
 - Bosnia, Operation Joint Endeavor
 - Taiwan Straits
 - Quemoy and Matsu Islands
 - Congo
 - Cuban Military Operation
 - Laos
 - Berlin
 - Thailand Military Operation
 - Dominican Republic
 - Thailand (supporting Cambodia Operation)
 - Grenada
 - Cambodia Evacuation (Eagle Pull)
 - Libya (Eldorado Canyon)
- Received the armed forces expeditionary medal, or marine corps and navy expeditionary medal or the Southeast Asian medal.
- A member of any branch of the armed forces of the United States for the period beginning on the date of any future declaration of war by the congress and ending on the date prescribed by presidential proclamation or concurrent resolution of the congress.

Qualifying candidates will receive 10% added to their final (combined written and oral board exam) scores unless they are receiving military retirement. If qualifying candidates are receiving military retirement, 5% will be added to their overall final score. Veteran's working for a city or county – who are called into active service for at least one or more years, may receive 5% to first promotional examinations only.

NOTE: Veterans preference applies to all Clark County Sheriff's civil service entry-level positions.

**TO RECEIVE VETERANS' PREFERENCE
A DD-214 FORM, CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY,
MUST BE SUBMITTED FOR APPLICATION**

APPLICANT DRUG USE DISQUALIFICATION TABLE

WHEN USED	SUBSTANCE USED	RATING CATEGORIES			
		SELDOM	OCCASIONAL	FREQUENT	DEALING ⁽¹⁾
Within 1 year	Any illegal drug	D	D	D	D
1-3 years	Marijuana	C	C	D	D
	Any other illegal drug	D	D	D	D
3-7 years	Marijuana	A	A	C	D
	Steroids / Prescription Drugs ⁽²⁾	C	C	D	D
	Cocaine / Speed ⁽³⁾	C	C	D	D
	Heroin / PCP / LSD	D	D	D	D
	Any other illegal drug	C	C	D	D
7 plus years	Marijuana	A	A	A	C
	Steroids / Prescription Drugs	C	C	C	C
	Cocaine / Speed	C	C	D	D
	Heroin / PCP / LSD	C	C	D	D
	Any other illegal drug	C	C	C	C

The drug disqualification table shown above reflects the Sheriff's Office standards for considering job applicants who have some history of illegal drug usage. The standards are based on the drug used, the type of use and how recently the drug use took place.

These ratings and judgment of the Sheriff's Office will be based on the physical effects of the drugs, the unlawful behavior reflected in their use and the degree to which past drug or substance abuse is indicative of the applicants overall integrity and suitability for employment.

Usage & History: The standards are based on four categories of use or involvement as follows:

Seldom Very limited total "lifetime" use, generally one to five (1-5) times.

Occasional Generally once per week or less than weekly. Computes as number of uses divided by period of use. For example, 52 uses over a one-year period equals weekly use.

Frequent Frequent use (more than once per week) over a long-term period.

Dealing Selling, transporting for sale or distributing drugs at any level.

Rating Categories: For each category and usage level the option will be automatic disqualification, individual case consideration or acceptance, as follows:

A = Acceptable	Applicant will not be disqualified.
C = Considered	Applicant's drug history will be evaluated on a case by case basis.
D = Disqualified	Applicant will not be considered for employment.

The table and information herein is intended as a general guide to job applicants and is not a guarantee or promise of specific treatment in any particular situation. The Sheriff's Office and the Civil Service Commission reserve the right to apply different standards: stricter, more lenient or new standards based on the facts of individual situations and in the content of the applicant's overall background and suitability for employment.

Nothing in this document is intended to contravene federal or state law and all protections extended to individuals based on disability or their protected status will be extended to job applicants.

⁽¹⁾ Drug dealing includes sale, transportation for sale, and manufacturing of illegal substances.

⁽²⁾ Abuse of prescription drugs refers to abuse and/or fraudulent acquisition of drugs prescribed by a physician.

⁽³⁾ Speed means all amphetamines and methamphetamine no matter how ingested.

**EMPLOYMENT APPLICATION
CLARK COUNTY
SHERIFF'S OFFICE**



Human Resources Department
1300 Franklin Street-5th Flr/PO Box 5000
Vancouver, WA 98666-5000
PHONE 360-397-2456
FAX 360-397-2457
TDD 360-397-6032
Email: hradmin@clark.wa.gov
http://www.clark.wa.gov

CIVIL SERVICE POSITIONS ONLY

Garry E. Lucas
Sheriff

INSTRUCTIONS: TYPE OR LEGIBLY PRINT THIS APPLICATION USING DARK INK ONLY. APPLICATION SHOULD BE FILLED OUT IN ITS ENTIRETY. AN INCOMPLETE APPLICATION MAY DISQUALIFY YOU FROM FURTHER CONSIDERATION.

GENERAL INFORMATION				
POSITION APPLYING FOR		POSTING#	Social Security # (Used for processing -Optional)	
Last Name		First Name	Middle Initial	
Address		City	State	Zip + Four
Home Phone ()	Work Phone ()	Cell Phone/or other: ()	Email Address:	Are you a United States Citizen? Yes <input type="checkbox"/> No <input type="checkbox"/> (RCW 41.14.100)
Washington State labor laws restrict some employment from persons under 18 years old. Are you at least 18 years old? Yes <input type="checkbox"/> No <input type="checkbox"/>		Deputy Sheriff and Custody Officer positions require individuals to be 21 at the time of hire. Applicants must be within three months of turning 21 in order to apply. Do you meet this requirement: Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable <input type="checkbox"/>		
Most Sheriff's Office positions require shift work of day, swing, and graveyards shifts, and involve working most weekends and holidays. (Most new employees will work swing or graveyard shifts) Are you willing and able to work all shifts, holidays, and weekends: Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable <input type="checkbox"/> (See specific job announcement for details)				
Have you been convicted of a felony, or a misdemeanor? Yes <input type="checkbox"/> No <input type="checkbox"/>				
Have you ever been convicted, pled guilty or no contest, or forfeited bond or bail for any crime? (Including traffic violations) Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes to either of these questions, explain below.				
Date	Charge	Sentence (i.e., probation, fine, etc.)	Remarks	

EDUCATION					
All civil service positions within the Sheriff's Office require a high school diploma or GED. Do you have either? Yes <input type="checkbox"/> No <input type="checkbox"/>					
Name of college, university, vocational school	Major	Full Years Completed	Degree Received Yes / No	Degree/Title	Credit Hours
Indicate any other trades, skills or licenses you possess related to the position. Include licensing state and expiration date.					
Clark County's Sheriff's Office entry level positions allow veteran's preference in accordance with Washington State law to veterans honorably released from active military service within the last fifteen (15) years, under certain circumstances. Do you claim veteran's preference? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please complete the following items. Are you retired from military service? Yes <input type="checkbox"/> No <input type="checkbox"/> All dates of active duty: From ____/____/____ To ____/____/____ mm dd yy mm dd yy					
To request Veteran's Preference please attach form DD214 (long form)					

CLARK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER



For assistance with needed accommodations, please contact the Human Resources ADA Coordinator.
(360) 397-2468; TTY (360) 397-2445

EMPLOYMENT HISTORY

List your applicable work experience, starting with most recent first, including self-employment, military service, and volunteer work.

MOST RECENT POSITION

Employer:

Address:

Position:

No. of employees you supervised:

Supervisor:

Phone ()

Specific Duties:

Dates Employed:

From To

____/____ ____/____

mm yy mm yy

Hours per Week _____

Final Salary _____

**May we contact your
current
employer? Yes [☐] No [☐]**

Reason for leaving or considering change:

OTHER EXPERIENCE

Employer:

Address:

Position:

No. of employees you supervised:

Supervisor:

Phone ()

Specific Duties:

Dates Employed:

From To

____/____ ____/____

mm yy mm yy

Hours per Week _____

Final Salary _____

Reason for leaving:

OTHER EXPERIENCE

Employer:

Address:

Position:

No. of employees you supervised:

Supervisor:

Phone ()

Specific Duties:

Dates Employed:

From To

____/____ ____/____

mm yy mm yy

Hours per Week _____

Final Salary _____

Reason for leaving:

Attach additional sheets if necessary to include all work history.

Be as complete as possible in outlining the duties of each position.

AGREEMENT, CERTIFICATION AND AUTHORIZATION

I hereby certify, under the penalty of perjury in the State of Washington, that this application contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge and belief. I am aware that should an investigation at any time disclose any such misrepresentation or falsification, my application may be rejected, my name may be removed from consideration or I may be discharged from my employment.

I understand that this application is not intended to be a contract of employment. Many County positions are governed by collective bargaining agreements, which specify terms of employment. Employment for all positions not covered under collective bargaining agreements is "at will." This means that either party can terminate the employment relationship at any time, with or without cause or advance notice.

Signature of Applicant

Date

CLARK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE (OPTIONAL)

Clark County is an equal opportunity employer and is committed to providing equal opportunity and access regardless of race, religion, creed, color, national origin, age, sex, sexual orientation, physical, mental or sensory disability, disabled veteran or veteran status. For this purpose, we would appreciate you providing the information below. This is entirely voluntary and will remain CONFIDENTIAL. The information gathered herein will not be provided to supervisors, the appointing authority or other department employees. It will be used for monitoring and for federal reporting purposes only. We appreciate your assistance and cooperation in voluntarily providing this information and in assisting Clark County in ensuring equal employment opportunities for all applicants.

Position Applied For: _____ Posting No: _____

GENDER: Male ☐ Female ☐ **AGE OVER 40:** Yes ☐ No ☐

ETHNIC GROUP: If you are more than one race, please indicate one group only for record-keeping purposes.

[Ethnic group categories and definitions are as defined by and reported to the Federal Equal Employment Opportunity Commission.]

- ☐ *American Indian or Alaskan Native.* Tribal Affiliation: _____
☐ *Asian or Pacific Islander:*
☐ *Black (not of Hispanic origin):*
☐ *Hispanic:*
☐ *White (not of Hispanic origin):*

DISABLED: Yes ☐ No ☐

People with disabilities are persons with a permanent physical, mental, or sensory impairment, which substantially limits one or more major life activities.

VETERAN: Yes ☐ No ☐

DISABLED VETERAN: Yes ☐ No ☐

RECRUITING SOURCE

Please tell us how you heard about this position (select one source only):

Publications:

- ☐ The Columbian ☐ The Oregonian ☐ The Skanner ☐ El Latino de Hoy
☐ Seattle Times ☐ Asian Reporter ☐ Spokane Review ☐ The Olympian

Internet Sites:

- ☐ Columbian website ☐ Oregonian website ☐ Clark County Website ☐ Seattle Times website
☐ El Latino de Hoy website ☐ Other Internet/Website: _____

Other Sources:

- ☐ Job Hotline ☐ Job Interest Card ☐ Clark County Bulletin Board ☐ College/Career Center Referral
☐ Acquaintance/County Employee ☐ Other: _____